

Submission of articles Open Journal System (OJS)

To send an article through the OJS Portal, the following steps must be followed:

1. Start: accept the copyright statement; indicate the language and the section to which the article corresponds; have previously verified that the submission meets the requirements of the "Submission Requirements". Go to the next stage by clicking on "Save and continue".

2. Upload Submission: click on "Upload file" and complete the three steps (1. Upload file, 2. Review Details, and 3. Confirm). Once all the files have been loaded, proceed to the next stage by clicking on "Save and continue".

3. Enter metadata: Title, Subtitle, Abstract, Contributors, and Keywords (all in original language and English). To incorporate more than one author, click on "Add Contributor" and complete the requested information. Of all the authors of the article, the following must be recorded: Given Name and Family Name, Country, Email, Affiliation y ORCID. Go to the next stage by clicking on "Save and continue".

4. Confirmation: If you are sure that you have completed and verified all the data, click on "Finish Submission".

5. Next Steps: the system displays a banner confirming that the shipment has been completed and provides different options (Review this submission, Create a new submission, and Return to your dashboard).


More detailed instructions are provided below.

DETAILED INSTRUCTIONS FOR UPLOADING A SUBMISSION ON THE OPEN JOURNAL SYSTEMS (OJS) PLATFORM

To start submitting an article to the Journal *Costos y Gestión*, which is published on the OPEN JOURNAL SYSTEMS (OJS) platform, the authors must access the journal's site and "Login" (for this it is necessary that they are registered with the "author" category), access the option "Send an article" and complete the five steps requested by the system.

Home / Register

Register

 Create or Connect your ORCID ID [What is ORCID?](#)

Profile

Given Name *

Family Name

Affiliation *

Country *

Login

Email *

Username *

Password *

Repeat password *

Yes, I agree to have my data collected and stored according to the [privacy statement](#).

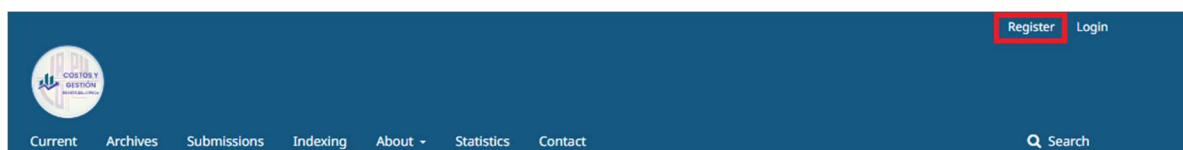
Yes, I would like to be notified of new publications and announcements.

Yes, I would like to be contacted with requests to review submissions to this journal.

[Register](#) [Login](#)

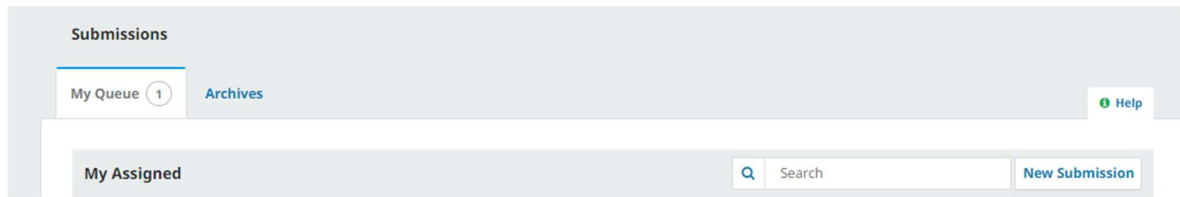
CREATE AN ACCOUNT

If you are not a registered user, before starting the process of sending an article you must access the "Register" option, complete the fields requested by the system and accept the registration confirmation from the e-mail provided.



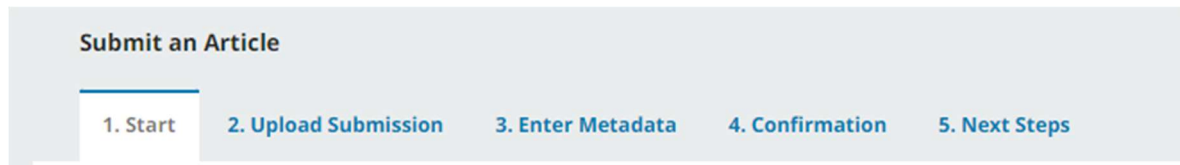
When you have confirmed the registration, click on the "MAKE A SUBMISSION" button.

HOW TO MAKE A SUBMISSION



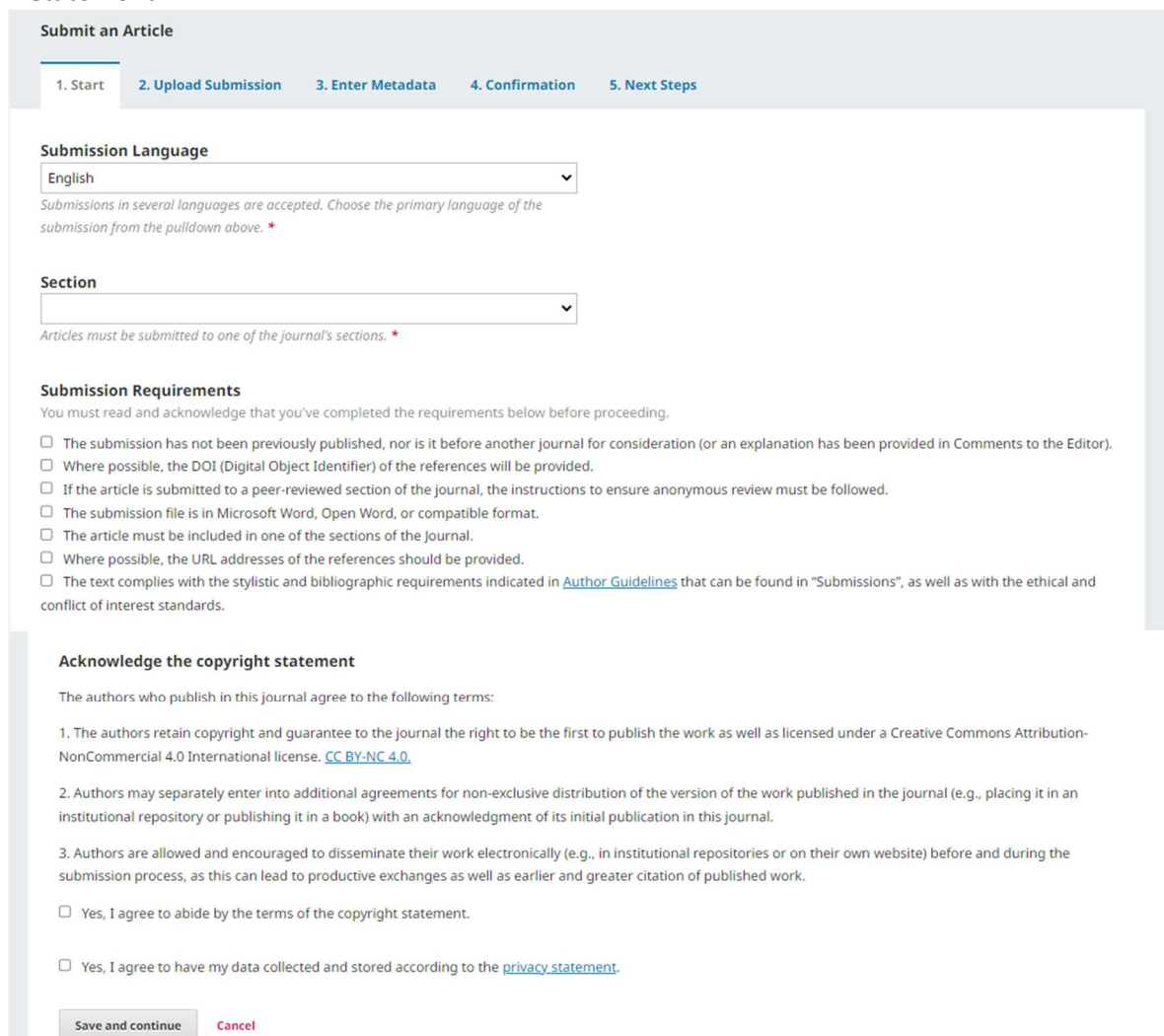
Once you have logged in, click on "**New Submission**".

The system will require a sequence of **five steps** that will allow you to make the submission.



First step: Start

In this step, it is required to indicate the "Submission language", the "Section" in which you want to present the article, and tick the different "Submission requirements", if considered necessary, make "Comments for the editor" and the author/s must accept the copyright statement.



Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Submission Language

English

*Submissions in several languages are accepted. Choose the primary language of the submission from the pull-down above. **

Section

*Articles must be submitted to one of the journal's sections. **

Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- Where possible, the DOI (Digital Object Identifier) of the references will be provided.
- If the article is submitted to a peer-reviewed section of the journal, the instructions to ensure anonymous review must be followed.
- The submission file is in Microsoft Word, Open Word, or compatible format.
- The article must be included in one of the sections of the Journal.
- Where possible, the URL addresses of the references should be provided.
- The text complies with the stylistic and bibliographic requirements indicated in [Author Guidelines](#) that can be found in "Submissions", as well as with the ethical and conflict of interest standards.

Acknowledge the copyright statement

The authors who publish in this journal agree to the following terms:

1. The authors retain copyright and guarantee to the journal the right to be the first to publish the work as well as licensed under a Creative Commons Attribution-NonCommercial 4.0 International license. [CC BY-NC 4.0](#).
2. Authors may separately enter into additional agreements for non-exclusive distribution of the version of the work published in the journal (e.g., placing it in an institutional repository or publishing it in a book) with an acknowledgment of its initial publication in this journal.
3. Authors are allowed and encouraged to disseminate their work electronically (e.g., in institutional repositories or on their own website) before and during the submission process, as this can lead to productive exchanges as well as earlier and greater citation of published work.

Yes, I agree to abide by the terms of the copyright statement.

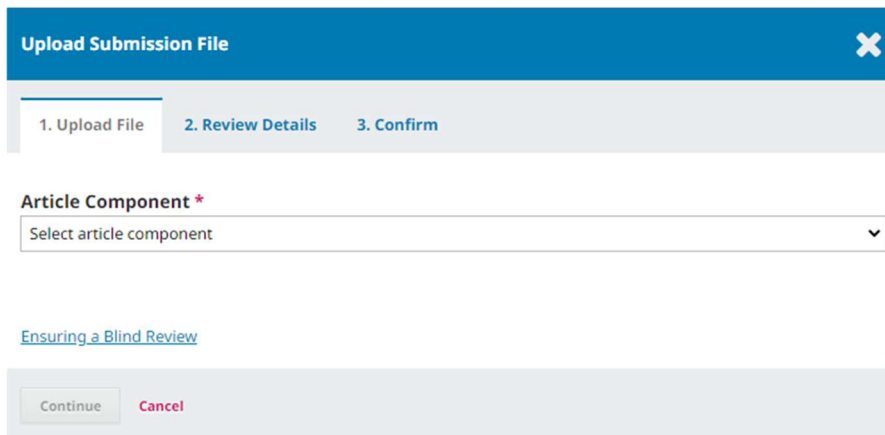
Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Save and continue Cancel

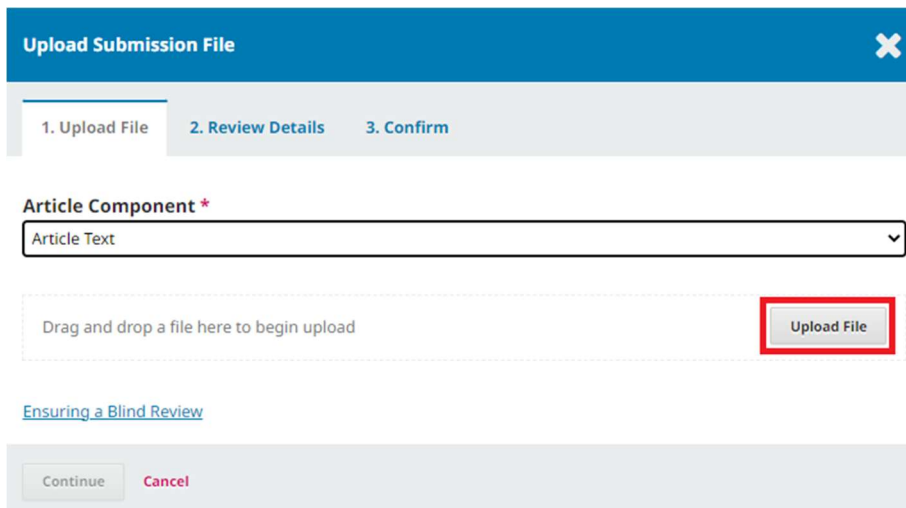
Once you have finished completing the first step, click on “**Save and continue**”.

Step Two: Upload Submission File

In this step, a window will open in which the file can be loaded.



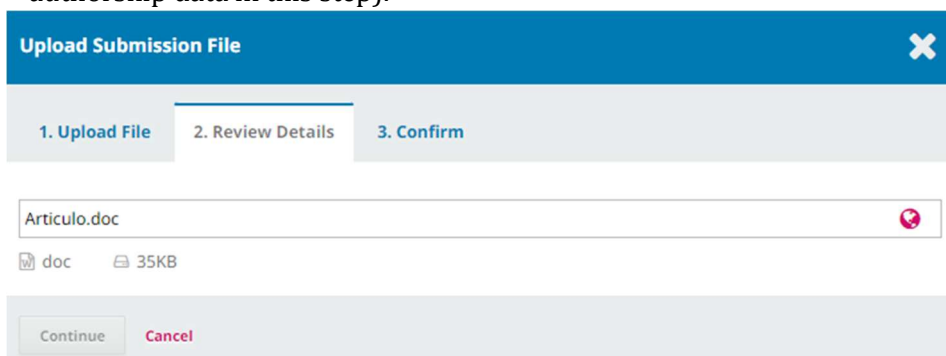
In the “**Upload File**” tab, you must select what type of material is to be uploaded. The suggestion is that the file containing the text of the article be uploaded as the first submission.



Once you select the type of material you are uploading, click on “**Upload file**” and attach the file.

When the file has been uploaded, click the “**Continue**” button.

In the second tab “**Review Details**”, you will be offered the option to edit the name of the uploaded file (if the submission is for a section with a reviewer, you must remove any authorship data in this step).



Once you have finished, click the **“Continue”** button.

In the third tab **“Confirm”**, the system confirms that the file has been uploaded and allows you to add other materials.

When the shipment is for a refereed section, use this option to attach the following documents: Title page for reference.

In the cases in which it corresponds, it must also include the original file with the replacement of the excluded references for a correct blind review.

Once you have finished, you must click on **“Complete”**.

In the “Upload Submission” tab, all the files that you have uploaded will be displayed. You can make all the modifications you consider necessary by expanding the blue arrow located to the left of each file and through the "Edit" link.

Submission Files		Q Search	Upload File
▶ 401-2	Article.doc (2)	February 12, 2023	Article Text
▶ 403-1	ORIGINALITY STATEMENT signed.docx	February 12, 2023	Other

Once you have finished completing this step, click on **“Save and continue”**.

Step Three: Enter the metadata

At this stage, you must include more information associated with the submission.

Title: indicating prefix, title, and subtitle (in original language and English).

Abstract: a text that provides a synthesis of the total content of the article (in original language and English).

Submit an Article

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Prefix **Title ***

Examples: A, The

Subtitle

Abstract *

Authorship and collaborators: at this stage, it will be possible to complete or modify the profile. As well as add the data of the co-authors of the article through the "Add contributor" option. Of all the authors of the article, the following must be recorded: name/s and surname/s, country, email, institutional affiliation, and ORCID.

List of Contributors					Add Contributor
Name	E-mail	Role	Primary Contact	In Browse Lists	
▶ Laura Ghezzi		Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Rights: Authors must write a short statement about the access rights they have with respect to the submission.

Keywords: In each case, type the word and then press the "Enter" key (this will format it as a keyword). The keywords must be included in the original language and in English.

References: copy in this space the list of references used in the text (bibliography). The bibliographical references must respect the format established by the current APA Standards.

Submission Metadata
 These specifications are based on the Dublin Core metadata set, an international standard used to describe journal content.

Rights ▾

If you wish, you may enter a brief statement about the access rights held in or over this submission. *

Additional Refinements
Languages
 Add additional information for your submission. Press 'enter' after each term.

<input type="text"/>
Français (France)
Português (Brasil)
Español (España)

Keywords
 Add additional information for your submission. Press 'enter' after each term.

<input type="text"/>
Français (France)
Português (Brasil)
Español (España)

References

Once you have finished completing this step, click on **“Save and continue”**.

Step Four: Confirmation

In this step, the system confirms that the load is ready to be sent and offers you the possibility of going back in order to review all the information loaded in the previous steps.

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

Once you believe that all the data loaded is correct, click on **“Finish sending”**.

Step Five: Next Steps

In this step, the system will inform you that the journal has been notified about the submission you have made and that you will receive a confirmation email.

Verify receipt of this email, as there you will be provided with the URL that will allow you to follow the progress of the editorial process of your article.

IMPORTANT: If you have any questions, contact the Editorial Committee of Journal *Costos y Gestión* by emailing revistacostosygestion@iapuco.org.ar